

PACC
Meeting Minutes
May 18, 2015

Roll call:

- 1) Meeting started at 6:00pm.
- 2) Committee members present were Jeff Bajko, Rhonda Lisio, and Steve Walker.
- 3) Non committee members present were Jo McLaughlin.

Public comments:

- 1) Issue with last meeting posting.

Review and approve meeting minutes from April 6, 2015:

- 1) Committee reviewed and approved minutes with recommended changes.

Coordinator's monthly budget report:

- 1) Jo informed us that she needed 3 quotes for AV system improvement proposals.
- 2) Quote from Unique Media systems: \$24,069.
- 3) Recorder is not included into the price of Unique Media System provider. The price would be \$1300.00.
- 4) HB communications showed no interest after reaching out to them for a quote.
- 5) Jo spoke to Kerri Spiedal about the difficulty of obtaining a third quote. Kerri just told Jo when submitting quotes; include emails attempting to request a quote.
- 6) Committee approved and voted for the bid from Access A/V to upgrade the control room in Town hall.
- 7) Jo met with Emily Bodkin, a student who will be volunteering next school year 2015-2016 at PAC.
- 8) Another Volunteer open house for the first Thursday in June for high school students.
- 9) Jo wants to announce a summer video contest for students 7th through 12th grade. Dates will be June 24th through August 24th. Objective it to create a 5 to 10min. video highlighting a person, place, or thing in Lunenburg. Winner will receive \$250 and will be announce the first week of school.
- 10) Jo purchased three new cameras. Total cost: \$5854.14.
- 11) Jo showed PAC coverage: Lacrosse games, Pops concert, and double session of yoga with Linda.
- 12) Program analysis: 77% is local coverage.
- 13) Ending balance at the end of April is 290,336.35
- 14) Ending balance as of May 18th is 288,589.13
- 15) Committee reviewed and approved \$2500 from vender line to service line for Jason's salary.

Bulletin Board Policy:

- 1) The policy will be emailed to Jo and the rest of the committee for review. Changes will be made and discussed at next meeting.

Discussion of salaries/payment and evaluation process of PAC staff:

- 1) Jo is under the administration payment policy.
- 2) Step increase is every two to five years.

- 3) Jo is the only town salary administration plan for PAC. Everyone else is classified as vendors.
- 4) PACC decides salaries, raises, and hires for PAC.
- 5) PACC will evaluate Jo and submit its evaluation to the personal committee, which will decide compensation.

Discussion of cable access committee:

- 1) Committee that is looking into renegotiating cable contract with Comcast.
- 2) Town council is asking for a 10 year business plan.

Agenda Items for next meeting:

- 1) Roll call
- 2) Public comments
- 3) Coordinators monthly report
- 4) Review Vendor payments.
- 5) CAC discussion.

Adjourned:

- 1) Meeting adjourned at 7:25pm.

Next Meetings:

- 1) June 8, 2015.
- 2) July 6, 2015.

Jeffrey Bajko 5/18/15 Approved.